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# Memo

30<sup>th</sup> January 2007

Investigation Team Post Office Limited

c.c. Graham Brander  
Ged Harbinson



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**ROYAL MAIL GROUP plc v JOSEPHINE HAMILTON**  
**ALDERSHOT MAGISTRATES COURT**  
**COMMITTAL - 7<sup>TH</sup> FEBRUARY 2007**  
**CASE NO: POLTD/0506/0685**

The committal papers have been approved and served on the Defence Solicitors and Court. A copy has been supplied to my Agents who have been instructed to conduct the committal proceedings. I understand that you will bring the original statements to the Court, could you please hand them to the Agents who will in turn hand them to the Court.

Whilst I have approved the papers please note:-

- 1 The statement of Martin Drake refers to various documentation which was brought to the attention of Hamilton. These will need to be produced in due course in the event of a trial.
- 2 Regarding the statement of Rebecca Portch could she formally produce RP/01 I note it is copied in the papers.
- 3 Could the cash accounts at 1 of the unused be removed and added to the list of exhibits. A further statement will need to be obtained. This can be served as additional evidence.

As soon as I am aware which witnesses are required I shall inform you. Please then immediately obtain leave dates / dates to avoid of all those witnesses. When obtaining the dates to avoid, please let the witnesses know that it is of the utmost importance that if any of their dates change and, in particular, if a holiday is booked after they have given you their dates to avoid then they should inform you, or this Office, immediately. Please then return the file to this Office together with the dates to avoid.

I remind you that the requirement for the disclosure to the Defence is a continuing duty. If there is any such material which might reasonably be considered to undermine the Prosecution case or assist the Defence which has not yet been disclosed then copies of this material should be forwarded to this Office immediately. If you are in any doubt as to whether a particular document constitutes unused material then a copy should be forwarded in any event to this Office where a decision will be made as to whether it needs to be disclosed. A schedule of all unused material must also be provided, on

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Forms CS006C, D and E if not already done. Should any further unused material come to light, this should also be included on the schedule and on the updated schedule provided to this Office.

As you are aware, under the Criminal Procedure and Investigations Act 1996, witness orders are abolished. It is therefore, your responsibility to ensure the voluntary attendance at court of witnesses, or to make arrangements to issue a witness summons from the Court if a witness whose attendance is required indicates that he/she is unwilling to attend.

I note that Antecedents have been forwarded and these will be sent to the Crown Court in due course.

J A McFarlane  
Principal Lawyer  
Criminal Law Division

**GRO**

Ref: CRM/253367/JMcF